

SunRidge Educational Foundation  
Meeting Minutes for **Thursday, 8/30/18**  
Meeting Location: **SunRidge Library**

**Roll Call**

**8:35am**

**I. Establishment of Quorum**

Present: Cheryl, Francois, Gene, Robert, Willie, Dale, Nell

Apologies: Hassanah

Guests: Kalen

**II. Approval of minutes from 6/22/18 – Cheryl/Gene 7-0**

**III. Approval of agenda – Francois/Nell 7-0**

**IV. Correspondence –**

Open Session: **No one spoke.**

*Public notice: Audience participation is welcome and encouraged. The President will recognize those members of the audience who wish to speak, and may set a time limit on each person's remarks if necessary. Usually the President will ask the audience for their remarks after individual Board members have had an opportunity to speak.*

**V. Business**

**VI) Guest Presenter - Andrea Schmitz on the Much Ado Sebastopol festival**

Ran from 2011 – 2015. Not last 2 years. Huge event, hundreds of volunteers. Previously held at Ives, 2<sup>nd</sup> or 3<sup>rd</sup> weekend in September. Where does SunRidge come in? Andrea sees us providing arts, crafts, games focus and some peoplepower as part of a larger team. (Averaged about \$30+K income for 4 years). Also would need vendors, sponsors, marketing, advertising, operations, onsite coordinator, ticketing, finance folks. Problems putting the faire together – questions – **How do you split profit?** We would need to develop this plan, considering the roles of potential partners. Andrea suggests committing to monthly meetings, and needing a year in advance to plan and gather sponsors, marketing, etc. Would we need a 2-day policy for liability? Deborah Doyle is the St. George Guild Queen and would be Executive Director of the event.

**Discussion:** Brandy Rucker shared a few visions of how the event could unfold for SunRidge's involvement including inviting the Guild of St George (who were the central performers at the festival) to perform at the Spring Fling. There is much ado to think about this and Brandy will keep SunRidge in the conversation. A decision on whether to become involved will likely come next year. **No actions** on the Foundation for now.

**1) Follow-up on Action Items**

Quickbooks

**Ongoing Action:** **Hassanah** has almost completed the format of the monthly (or quarterly) report. We reviewed the May 2017 to May 2018 cost and revenue categories in our May meeting and had the following questions for Misty, our accountant;

- Check what the unrealized gain / loss is from.
- Fixed assets - should these be depreciated? If so, how (straight line calculation?) and where would the depreciation be shown? The Hillside, Track, Kindergarten and all other improvements made to the school showing as SEF assets, when these are actually all owned by the district. Is this correct or should all these should be classed as "leasehold improvements"? What is the implication here given we are a non-profit?
- Confirm that the revenue from auction did not properly transfer. Should it have been accrued by the system?
- What caused the \$11K increase in equipment assets?
- The system produces a liability list, yet the SEF does not really have any liabilities. Do we need to show this?

- Can we get a report that shows 2016 and 2015 as well as 2017 and 2018? This will help track changes over time.
- Falling Leaves revenue does not appear in the report. Did it go directly to the school? Same with class fund raisers, presumably all these went straight to the school?
- Was it agreed that the Parent Council budget needs to be added?
- Pledges received should show as funds received and portrait funds should show as transferred to the school.

**Deferred action:** To review our specific expenditure and potential revenue for 2018/19 in the September meeting along with answers to the above questions.

#### Audible Monthly Charges

**Action:** **Robert** advised Audible charges stopped in January, however due to the delays in requesting a refund, only 3 of the 12 months of charges could be refunded. Item closed.

## 2) SEF Website

Still a work in progress.

**Ongoing Actions:** **Heather, Nell** and **Robert** will have a coffee date. **Robert** will look for more content and provide to **Heather**.

## 3) Funding allocations for 2017-18

**New Requests:** None pending from Site Committee, Faculty or Charter Council

1. **Kalen** requested the board approve another \$2,000 for Whole Foods cards (80 x \$25 cards = 40 per class) which would be given to parents to purchase the weekly food needs for the 2 Kindergarten classes. This request resulted from difficulty in providing parents funds directly from the school budget. It was suggested that the pledge funds received by the Foundation via the credit card process be used for this purpose so as not to impact the Foundation's budget and this was unanimously agreed as long as **Theresa** and **Hassanah** could manage the tracking of this.

**Motion** moved by **Francois / Nell**. **In favor: 7/0**

Since the meeting, **Kalen** has discussed the proposed process with **Theresa** who advised the procedure would create a discrepancy between pledge funds received and pledge funds paid to the district. **Kalen** would like to strike this motion and will continue to purchase the whole foods cards herself and obtain reimbursement through district funds.

~~**Action:** **Hassanah** will write a check initially for \$1000 to the school to allow the 1<sup>st</sup> batch of Whole Foods cards to be purchased. Then, rather than "refunding" the school the pledges paid by credit card, the Foundation will retain the pledge amounts paid by credit card up to \$1,000 (**Theresa** will continue to provide the monthly tracking report). Once this amount has been reached, **Hassanah** will write another check for \$1000 and repeat the retaining pledges up to another \$1,000. The progress of this process should then be reported at the monthly Foundation meeting.~~

2. **Kalen** advised the music program needs 20 Pentatonic wooden flutes (@\$90) and requested the foundation fund this (about \$2,000, depending on tax). After some discussion it was agreed that this request should be funded by the wider community via the Donor's Choose website. In the interest of time, the board agreed to loan the school up to \$2,000 until the funds had been raised from the website. Once the funds have been raised, the school will write a check to the Foundation.

**Motion** moved by **Cheryl / Francois**. **In favor: 7/0**

**Action:** Dale will help Alex Volonts and any one of the grade 1 – 3 teachers that need the flutes, to enter the request in Donor's Choose.

**Action:** Dale will then provide a copy of the DC submission to Hassanah who will write the check.

**Trailer – Francois** found a couple of trailers for sale that appear suitable for overnight field trips and Willie's needs. Willie agreed that a dual axel dump trailer (10'-14') would be very useful for delivering and moving materials (could be needed more than 20 times a year) and that based on Jeremiah's recommendation, we look invest in a 10,000 GVW trailer. The board discussed the amount we should spend and agreed to set a budget (see below).

**Action:** Francois and Willie will further investigate prices and specifications and shall determine the most appropriate trailer to buy.

**Note –** Not discussed in the meeting but raised by Theresa in conversation with Willie after the meeting, additional costs would likely include;

- 1/ Insurance - what is needed and how much? That is, coverage for theft and accidents when being towed?
- 2/ Registration (every 5 years) into the total cost of ownership.
- 3/ Cost of tires when needed, tarp and other miscellaneous items.

**Nell/Cheryl 7-0** approved \$3000-6000 to purchasing a trailer.

**Lighting and sound setup for gym / outside events – Baron** has not provided the pricing proposal (light / sound costs and equipment types). As of 8/30, Baron has a design in process, and Nell has kept in regular contact with Baron, and we should expect a specific recommendation soon. If a proposal is received before our next meeting, Nell will email the board so we may decide to proceed or not.

#### New Projects

~~**Deferred action:** Kalen will review the list of 3, 6 & 12+ month improvement projects with the faculty to validate priorities and shall provide this feedback to the site committee. This will determine what the auction proceeds will support.~~

Kalen took the auction projects list generated last year and the faculty has now prioritized them. She didn't bring the 3 -6 -12 month list, though would like to reconvene the site committee with the intention of prioritizing these lists with input if needed. Faculty recommended that some of the things on the auction project list go to site or maintenance as they weren't high value items that would generate parent interest.

#### **4) Fundraising, Funds and Revenue for 2017-18**

##### Whole Foods Scrip / Amazon Smile

**Deferred Action:** Cheryl will look into getting on Whole Foods donation program list. Esther is willing to help with this.

##### Grant Writing

No grants pending. Dale has a grant on Donors Choose for juggling equipment which has not yet been funded. Jehanne (6<sup>th</sup>) secured a grant for poi (unsure of source.)

##### SunRidge Alumni / Wider Community & Formulating the SunRidge Presentation to potential Benefactors

Robert and Dale will meet with Rebecca Davenport and Deidra Warner, Charter Council members, this fall to define the financial future state vision for SunRidge and identify actions to find benefactors.

**Action:** Robert to set up meeting.

### Other Opportunities

**Robert** provided **Kalen** in early August details about an opportunity to host a Comedy and Illusion fund raising show in the multi-purpose room for potentially April or May. **Kalen** took the proposal to the Charter Council where it was decided the preference would be for a show which involved music. No further action on this will be taken.

**Deferred Action:** **Hassanah** will talk with **Vanessa** about plant sales to help raise money at school events next year.

### Pledge Update

**Kalen** provided the final report for last year which showed that 6 of 10 classes achieved 100% pledge participation and 7 of 10 classes met or exceeded their fair share goal. Total pledges exceeded the school's target by \$18K which has carried forward to this year.

## 5) **Site Improvements over summer**

**Willie** was very busy over summer, primarily painting all the outside walls.

**Jonas Sauter** completed installing the new roof over the woodshed with help from some parent volunteers. The materials were funded by the SEF and came in \$385 under the approved \$3000 budget.

### Playground structures

**Deferred action:** **Dale** and **Willie** will raise the monkey bars for middle school students 9/4, while still keeping it accessible for lower grades, and shall also raise the basketball hoops after discussing a timeline with **Jonas Sauter**.

## 6) **Next Meeting / Close**

Friday, September 28 at 8.30am in the SunRidge library.